

## **CONDUCTING THE INTERVIEW**

### **The Steps in Preparation**

- \_\_\_ Review the detailed position description and job analysis.
- \_\_\_ Read the application form carefully, noting items to check in the interview.
- \_\_\_ Read the resume and any correspondence between applicant and agency.
- \_\_\_ Examine test and reference check data, if available.
- \_\_\_ Study comments and observations of earlier interviewers, if any.

(To avoid being unduly influenced steps 4 & 5 may be postponed until after the interview.)